

S&PF Southern Region 2011 Competitive Resource Allocation
Pre-proposal/Proposal Guidelines
Overview of FY11 Process

During their February 2008 meeting, the Executive Committee decided that Redesign projects would be funded in two categories. In FY09 and beyond, 60 percent of available Redesign funds will be awarded to regional or multi-state projects and 40 percent will be awarded to single-state projects. No state shall receive more than 15% of the total Redesign funds available to the region for distribution, and states will be limited to no more than 4 projects per state. This cap includes funds received as part of both multi-state and single-state awards.

In accordance with the national guidelines, multi-year projects will be funded in their entirety during the first year of the award. Therefore, a three-year project that requests \$100,000 per year would receive \$300,000 in the first year. The entire funding request of \$300,000 would count towards the per-state cap for that year.

A two-step process (pre-proposal and full proposal) has been developed to save time and reduce workload on states. Pre-proposals and full proposals must be submitted on the standard template format provided to ensure consistency among submissions. Project budgets will be considered in the FY 2011 process. The evaluation criteria and the scoring will focus on six major sections in the pre-proposal and proposal.

Pre-proposal process: Pre-proposals will be evaluated and categorized into the following actions based upon the strength and feasibility of the project as well as anticipated budgets:

1. Recommend for further consideration and eligibility in FY11 process
2. Seek further clarification or additional information to determine eligibili

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Format and Submission: States will submit their applications for competitive grants using the attached Adobe PDF form. This form must be completed and filed electronically in order to be considered for the FY11 Competitive Grant process. Follow these instructions to successfully submit your proposal:

- Download and install the free software application, Adobe Reader 9.3 at: <http://www.adobe.com/products/reader/> It is important to use the latest version of Adobe Reader in order to guarantee full functionality of the form.
- Use the space provided to complete your application. Please do not send accompanying documentation unless asked to do so.
- The pre-proposal and final proposal have been updated so that users can save their work as a pdf.
- Once you have finalized your proposal, click the “Submit by Email” button at the top, right-hand side of the first page.
 - A window may pop up prompting you to select your email client. For most users this will be “Desktop Email Client.”
 - A **pdf** version of your proposal should automatically attach to an email. If this is not the case, please save a copy of the pdf and manually attach it and any required supporting documentation to an email sent to the address below.
 - All files should be sent to KaDonna Randolph at krandolph@fs.fed.us in accordance with the Redesign timeline.

Questions: For clarification or questions concerning the process or application, please contact KaDonna Randolph at 865.862.2024.

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Instructions for completing pre-proposal and proposal forms

Project Title: The title of the project should reflect the overall project.

Summary: Express in a couple of sentences the main idea and relevant details of the project.

Category: Check “Category 1” for projects that are regional or sub-regional in scale and involve multiple states. Check “Category 2” for projects that are state- or sub-state scale projects.

Submitting State: The Submitting State is responsible for submitting the project for review, either as an individual state project or a multiple state project. All cooperating states should be listed on the attachment.

Project Coordinator Information: If a single state project, list the project coordinator and contact information. If a multiple state project, the submitting/lead state should list their project coordinator on the cover page and cooperating states list their coordinators and information on the attachment. (The attachment page will not count against overall proposal length) The coordinator(s) will serve as a contact person for follow up if clarification is needed.

State Forester/Designate: Pre-Proposal and Proposals are to be signed by the State Forester/designate or State Foresters/designates if multiple states. Electronic signatures are acceptable. If you are unable to obtain an electronic signature, you may type the name of each State Forester into the designated area. By typing the State Forester’s name you are certifying that the State Forester and his/her staff has agreed to participate in the project as described in the pre-proposal/proposal.

Proposal Areas and Scoring: Within each of the six major sections of the application, fully address the statements or questions. Reviewers base their scoring on what they read so clarity and conciseness are critical in writing the proposals.

Project Linkage: - 5 points

- The project must be linked to at least one of the national themes and at least one of the regional issues. In the pre-proposal only check the appropriate link(s) **BUT** in the final proposal check and explain how they are linked to the project.
- The project must be linked to an existing Forest Service Program(s).
 - In the **final proposal** form, you must fill out the percent contribution of each State and Private Program to the project. If you do not complete this section in its entirety, you will not be able to submit the form by email. The required boxes are outlined in red.

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Project Description: - 20 points

- Goal(s): Should be broad statement(s) of a desired future condition.
- Objective(s): Are statements of attainable and quantifiable achievements that help accomplish the goal(s).
- Method(s): Specific actions/implementations that will be used to accomplish the objective(s).
- Project Support: How you see this project supporting or taking to the next level an existing Forest Service program?

Project Benefits: - 25 points

- Sustained Forest Resource(s): Outcomes that promote sustainability and how.
- Societal or public values: Those direct or indirect output or services derived from the forest resources that accrue to the public at large.
- Beneficiaries/Stakeholders: The target audience or constituency (NIPF, Community, etc.).

Outcomes, Measurable and Deliverable: - 25 points

- Outcomes: The results, impacts or consequences of actions for the project.
- Measurables: Quantifiable results that can be used to determine project success.
- Deliverables: The product(s) that will be produced to support tech transfer and how they will be used. (Tech Transfer).

Time Frame and Partners: - 15 points

- Time Frame: Establish a time line/schedule for implementing the project and the various components of the project.
- Partner(s): In the pre-proposal only identify the partner(s). In the final proposal, identify the partners and clearly state why they choose to be involved and the role they will play. This information can be contained in their support letter stating involvement, role, and contribution – cash or in-kind.
 - **Letters of Support:** Letters of support are not required for submission of pre-proposals but will be required when the final proposal is submitted. Letter of support should indicate how the project supports their mission and how they will support the project. Letters of support are not needed from cooperating state forestry agencies.

Budget: - 10 points

- Is the total project funding seen as reasonable and justifiable (reviewer subjectivity).
- The degree to which federal dollars are leveraged by either state or partner contributions enhances the competitiveness of the proposal.
- Budget 1: The amount of federal dollars that is being requested by the individual state(s).

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- Budget 2: The amount of dollars or in kind services being contributed by participating state(s) and partners.

Timeline for Competitive Grants

Regional guidance and request for pre-proposals-----	June 2010
Region receives initial allocation from Washington-----	Summer 2010
Pre-proposals due -----	August 27, 2010
Committee reviews pre-proposals -----	September 2010
Full Proposals requested of prospective grantees-----	September 2010
Full Proposals due -----	October 29, 2010
Committee reviews final proposals-----	November 2010
Notification of Grant Awards -----	December 2010